

---

**From:** Dreas Nielsen  
**Sent:** Tuesday, February 16, 2010 6:27 PM  
**To:** 'Andy Tirpak'; 'Barbara Nann'; 'Barry Forsythe'; 'Brandy Brooks'; 'Christa McLintok'; 'Clare Lee'; 'Crystal Taylor'; 'David Parmer'; 'Don Pitts'; 'Jeff Danielson'; 'Jessica Mauricio'; 'Jessica White'; 'John Wilder'; 'Linda Broach'; 'Luda Voskov'; 'Melissa Cordell'; 'Phil Winsor'; 'Philip Allen'; 'Philip Turner'; 'Richard Seiler'; 'Stephen Ellis'; 'Stephen Tzhone'; 'Tracie Phillips'; 'Valmichael Leos'; 'Vicki Reat'  
**Cc:** 'Al Axe'; 'Andrew Shafer'; Bill Locke; 'David Keith'; 'Francis Chin'; Jennifer Sampson; 'John F. Cermak'; 'Kirk Ziegler'; 'March Smith'; 'Philip J. Slowiak'; 'Steve Ginski'  
**Subject:** Login procedures for the document/database portal for the San Jacinto River Waste Pit RI/FS

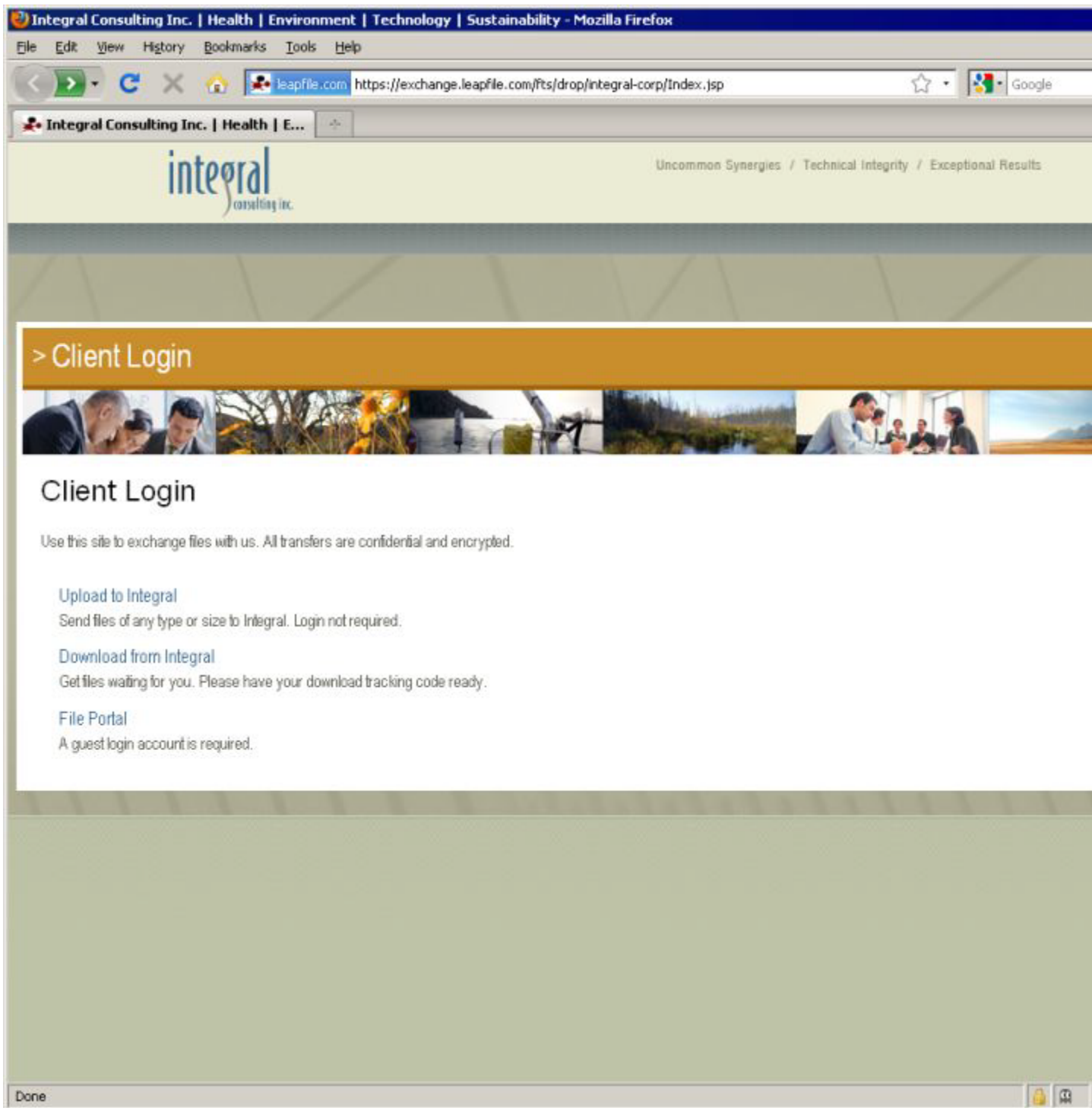
This e-mail outlines the steps necessary to log in to the document exchange portal that has been set up for this project. After logging in you will be able to download project deliverables and the project database.

To access the document exchange portal, first open your browser at: <http://integral-corp.leapfile.com/>

You should see a page like the following:



9549535



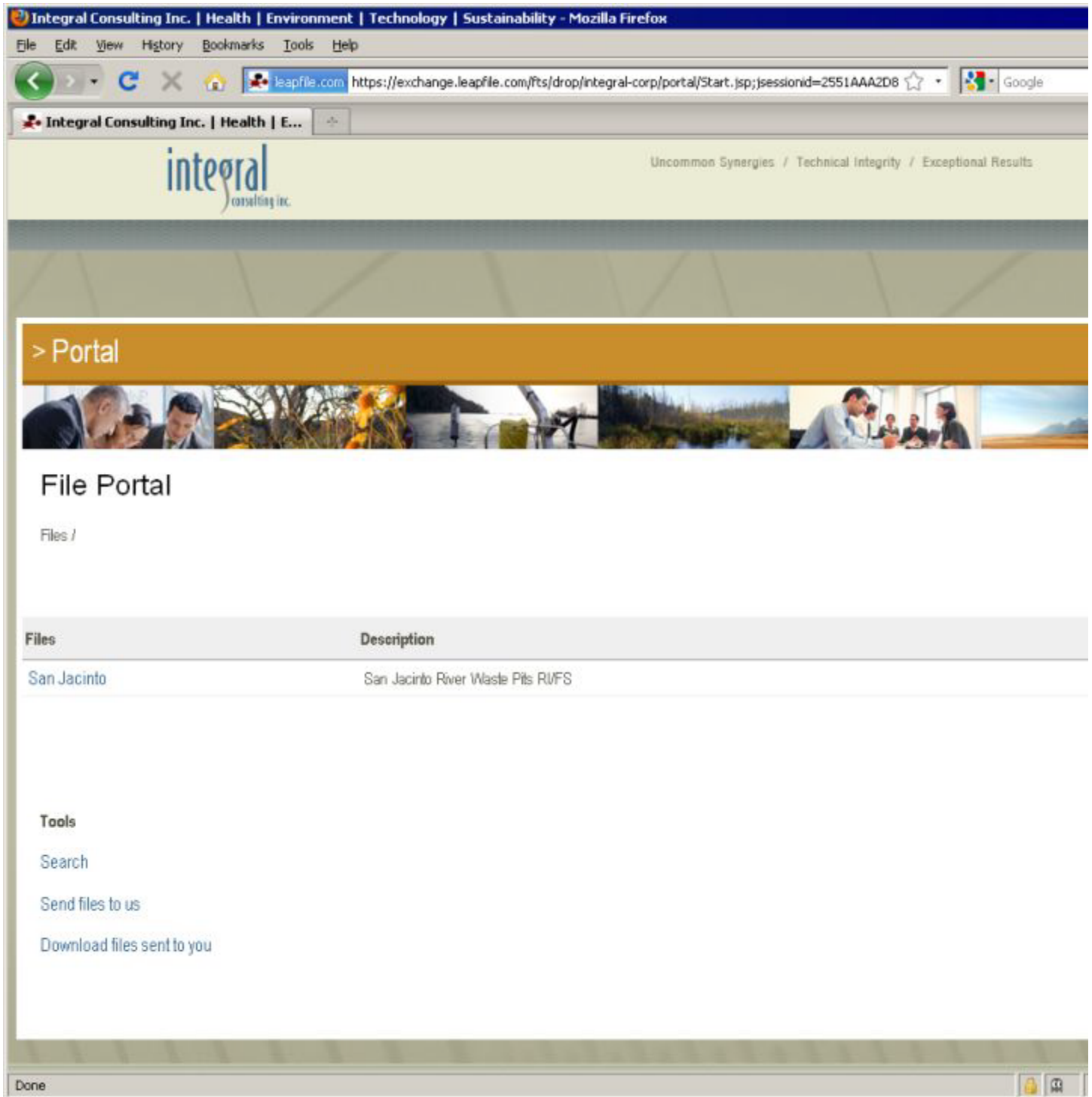
Alternatively you can start at Integral's home page (<http://www.integral-corp.com>) and get to this page by following the "Client Login" link and then the "Secure Portal" link.

After a page like the illustration above appears, click on the link titled "File Portal" at the bottom of this page. You will then be prompted for your login ID and password. The screen that you see will look like this:



Your login ID is your e-mail address. Your password is initially the name portion of your e-mail address (i.e., everything prior to the "@" symbol). If the name portion of your e-mail address is less than six characters long, then the number 12345 will be added to the end of your initial password (e.g., an initial password with five characters such as dreas, becomes dreas12345). When you login for the first time you will be prompted to change your password.

After you enter your login ID and password, you will see a list of the portals available. The screen will look similar to this:



The "San Jacinto" portal is shown on this screen. Depending on the needs of the project, additional portals may be added in the future.

Click on the name of the portal ("San Jacinto") to access the files that are available. Different types of files may be segregated into different folders within the portal. Currently there are two folders defined, one for deliverable documents and one for the database. More folders may be added in the future, but currently this screen appears as follows:

Integral Consulting Inc. | Health | Environment | Technology | Sustainability - Mozilla Firefox

File Edit View History Bookmarks Tools Help

leapfile.com https://exchange.leapfile.com/fts/drop/integral-corp/portal/Explorer.jsp;sessionId=2551AAA Google

Integral Consulting Inc. | Health | E...



integral consulting inc. Uncommon Synergies / Technical Integrity / Exceptional Results

> Portal

File Portal

Files / San Jacinto /

Click on a folder to see its content or click on a file to see its properties and download. To download multiple files and folders, select the items using the checkbox and click the "Download Selected" button below.

<input type="checkbox"/>	Name	Size	Owner	Modified
<input type="checkbox"/>	 <b>Deliverables</b> Draft and final deliverable documents		Dreas Nielsen	2/12/10 2:01 PM
<input type="checkbox"/>	 <b>Database</b> Project database export		Dreas Nielsen	2/12/10 2:00 PM

Download Selected

Done

To access the current version of the project database, click on the "Database" link on this screen. The screen that will be displayed will look like this:

Integral Consulting Inc. | Health | Environment | Technology | Sustainability - Mozilla Firefox

File Edit View History Bookmarks Tools Help

leapfile.com https://exchange.leapfile.com/fts/drop/integral-corp/portal/Explorer.jsp;jsessionid=2551AAA...

Integral Consulting Inc. | Health | E...



integral consulting inc. Uncommon Synergies / Technical Integrity / Exceptional Results

> Portal

File Portal

Files / San Jacinto / Database /

Click on a folder to see its content or click on a file to see its properties and download. To download multiple files and folders, select the items using the checkbox and click the "Download Selected" button below.

<input type="checkbox"/>	Name	Size		Owner	Modified
<input type="checkbox"/>	 DataDictionary_SJWP.xls	64KB	<a href="#">Download Latest</a>	Dreas Nielsen	2/15/10 8:22 AM
<input type="checkbox"/>	 SJWP_2010-02-12.zip	5.3MB	<a href="#">Download Latest</a>	Dreas Nielsen	2/12/10 4:35 PM

[Download Selected](#)

Done

The database is a zipped Microsoft Access file--"SJWP\_2010-02-12.zip" in the illustration above. The other file contains two tables that describe the tables in the database. These files can be downloaded either individually or together. If you want to download both together, click in the check boxes to the left and then click on the button labeled "Download Selected." The two files will be combined in another zip archive and sent to you right away. Your browser will give you the opportunity to open that file or save it on your own computer.

When you have downloaded the file(s) that you are interested in, you can simply close your browser to exit the portal.

If you have any questions or encounter any difficulty when logging on for the first time, please contact me at [dnielsen@integral-corp.com](mailto:dnielsen@integral-corp.com).

Dreas

Dreas Nielsen | Senior Managing Scientist  
Integral Consulting Inc. | [www.integral-corp.com](http://www.integral-corp.com)  
411 1st Avenue S., Suite 550 | Seattle, WA 98104  
Tel: 206.957.0311 | Fax: 206.230.9601

HEALTH ENVIRONMENT TECHNOLOGY SUSTAINABILITY